V R I S M

Medical Certifier Training for Death Certificates
Tennessee Vital Records 2018

TN

Welcome to the state of Tennessee's VRISM training for medical certifiers. In this training you will learn what VRISM is and how you can now complete death certificates electronically.

- VRISM is an acronym that stands for Vital Records Information System Management. This system allows vital records such as birth, death, marriage, and divorce to be registered and issued electronically across the state of TN.

- This training is over the Electronic Death Registration System" or "EDRS."

- The issuance module was launched in 2014 and has successfully been implemented by all TN health departments, allowing for faster access to birth and death certificates. This gives local health departments the same ability as the state to issue birth and death certificates throughout the state, regardless of the county.

- VRISM is constantly being improved and updated. You will receive system notifications and emails with information.

1

VRISM is an acronym that stands for Vital Records Information System Management. This system allows vital records such as birth, death, marriage, and divorce to be registered and issued electronically across the state of TN. In this training, you will only learn about death certificates. The issuance module was launched in 2014 and has successfully been implemented by all TN health departments, allowing for faster access to certificates. This gives local health departments the same ability as the state to issue throughout the state, regardless of the county.

Why VRISM?

- Secure, online processing that saves time (as much as 40 days)

- Similar to the current paper process

- No paper submissions which will reduce errors

- Fields and data rules still comply with federal guidelines

2

Switching to an electronic death registration system provides an added degree of security and saves time for all parties involved in the registration and issuance of death certificates. The only major difference in the process is that now the record is registered electronically, which will help reduce record errors. The fields and data rules comply with federal guidelines, just as the paper process did.
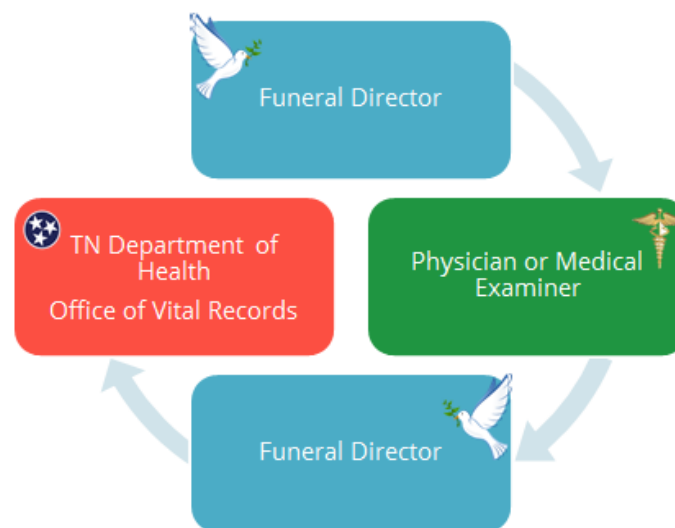
The workflow of the Electronic Death Registration System is also the same as the paper process. The funeral home will initiate the record and complete all demographic information. This corresponds to tabs 1-6 in VRISM. Once this has been completed, the funeral home will assign the record to a medical certifier. They will complete the medical information portion on tabs 7-10 and then certify on tab 11. The record will indicate when this has been done in the funeral director's work queue. Once the record has been reviewed for accuracy and completion, it will be able to be released to the State for registration.

Medical Certifier Responsibility

Medical Certifiers are responsible for tabs 7-10:

7. Time/Autopsy
8. Cause of Death
9. Manner/Details/Injury
10. Certifier

In addition to certification on tab 11

4

Medical certifiers are responsible for tabs 7-10, which are the medical information of the decedent, as well as the certification portion of 11. If you frequently complete death certificates in full, please indicate this on your user agreement for access to the VRISM system so that authorization can be granted to you.

This is the VRISM login screen. You will see the red, white, and blue map of TN and at the bottom you'll see the blue log in button. Please note that on the left side of the screen you will see the mailing address and phone number of TN Vital Records. If you have any questions you can call this number and someone from our team will assist you. Using Internet Explorer is suggested with this application, as that is the browser on which it was developed. Clicking the "log in button" will start the four-step log in process.

The first step is entering your username. This will be assigned to you after you submit a user agreement. Please note that all fields in the log in process are case-sensitive, so make sure to type in your information exactly as given to you.

You would then press "continue," which will take you to the next step, answering one of your three selected security questions. Once you have received your username and a link to set up your account, you will be able to personalize these questions; however, if someone from the state has set up your account for you, the answer to your security questions will be the last word of the question. This can be personalized after you log in for the first time. Once you've answered your security question, please press "continue" to move to the next step of the log in process.

The third step is verifying that the image and phrase on the screen. These will be personalized in the account activation process. If you get an image and phrase that are not the ones you set, please restart the log in process.

Step four is simply entering in your password and pressing "log in." If you are taken back to the first step, the username screen, try logging in again or contacting the VRISM Help Desk if the issue persists. We ask you to refrain from giving your log in information to other users.

Once you have logged in, you will see the main page. If there are updates from the state you will see these here under the news tab. VRISM is continually being improved and updated, so please check this tab when you log in. The upper left side of the screen will show your user information. If any of this information is incorrect, please contact the VRISM Help Desk. This screen is also where pending death certificates can be seen in your work queue. By pressing "death" in the dark gray bar under main, you will be taken to the main death screen.

From here you will also be able to view your work queue, in addition to being able to search and initiate records. Please note that the work queue may have different tabs for cases depending on their progress. To open an existing record, press "process" to the far right of the decedent's name. This will take you to tab 1 within the record.

Since tab 1 is typically the responsibility of the funeral home, you can skip to tab 7 by clicking on it. The tabs which are the responsibility of medical certifiers are marked with asterisks.

Tab 7 is the time and autopsy information. You will see the decedent's information such as first and last name, date of birth, date and time of death, and sex. Though the funeral home enters the date and time of death on tab 1, the medical certifier also does this on tab 7. If there is an inconsistency with these two entries, the entry on tab 7 will be the information printed on the certificate. Every field on the paper certificate is required in VRISM. Unless fields are yellow instead of white, they are the responsibility of the medical certifier. Please note some fields become yellow or white depending on the information entered in previous fields. To go to the next tab, click "next."

Tab 8 is the cause of death. There are two check boxes at the top of the screen: "cause of death pending" and "could not be determined." If "pending" is marked, the certifier will have to complete the delayed diagnosis after cause of death is found. Only a medical examiner can mark "could not be determined." If neither of those check boxes pertains to the case, the certifier will need to input part 1, the immediate cause of death and other conditions leading to the cause, and part 2 if there are any underlying conditions known contributing to death. Please limit to one cause of death per line and do not abbreviate.

Please note if an entered cause of death is rare, after the user clicks "next," the system will flag the rare cause and a warning will appear at the top of tab 8 stating it is a rare cause. It will then be necessary to answer whether the cause of death was confirmed by medical testing at the bottom of the screen. To go to the next tab, click "next."

Tab 9 concerns the manner of death, in addition to questions about tobacco use, pregnancy, and injury. Please note anything besides a natural or pending manner of death will become a medical examiner case. Any injury contributing to death would negate a natural manner of death, so injury information should only be entered by medical examiners. To go to the next tab, click "next."

Tab 10 shows the certifier's information as it will appear on the death certificate. If any information is incorrect, please contact the VRISM Team Help Desk. To go to the next tab, click "next."

Tab 11: Case Actions

TN Department of Health

Once you have completed tabs 7-10, you will need to save the record before you are able to certify on tab 11. To save, press the "finish" button at the bottom of the screen. When you press the "finish" button, the system runs a full check on the required fields.

If any missing information is your responsibility, it will appear on the VRISM Warning Screen under the Attn: Medical Certifier heading. This information will appear as clickable links which will take you back to the tab in which the missing information is located. If all information is complete, click "save as pending."

If ready to certify immediately after saving, click "return to record" and then click on tab 11.

If you are certifying the record, check the box "check when ready to certify." Checking this box will allow you to press the "certify" button. If you are declining to certify, check the "decline to certify box" and give a reason in the field below. Once the certification fields have been completed, click "finish" at the bottom of the screen.

VRISM Warning Screen

VRISM Warning

The record you are trying to save is UNFINISHED. All of the following fields are required for a FINISHED record.

Required to register or complete: If dropped to paper, the State office must complete the information and register the record. Fix following:

Personal Information Section
Field Group Description: Must be released for registration

Save (as Pending)

22

If certified correctly, there should be no messages for a medical certifier on the VRISM Warning Screen.

Click "save as pending." The record should no longer appear on your work queue and should be available for release by the funeral director.

Please note that if you have initiated the record and would like to assign it to a funeral home, you will also do this on tab 11 prior to certification. Once the record has been certified a funeral home cannot edit or change anything within the record. If changes are need, the funeral home must contact the certifier and ask them to uncertify the record. You can assign a record by choosing a funeral home out of the drop down list at the upper right side of the screen and then checking the box "click when assignment is complete" and clicking "finish."

Here are some key things to remember for easier navigation in the VRISM system. VRISM does not save information automatically and will time out after 15 minutes of inactivity and log you out of the system. If you expect to be interrupted or you are new to the system, we recommend pressing "finish" and "save as pending" frequently to secure your information.

To print a record, follow the path Main > Death > Print > Funeral Home Copy. From here you will be able to enter criteria to search for the record.

Select your case from the search results and press "details" at the far right of the screen.

This will take you to the record details page. Scroll to the bottom of this screen and press "continue."

You will now be able to generate a printable-PDF document by pressing the "generate document" button.

User Agreements

User Agreements can be sent to:

TN Dept. of Health – Vital Records   or   health.vrism@tn.gov
710 James Robertson Pkwy
Andrew Johnson Tower, 1st Floor
Nashville, TN 37243

If you haven't already done so, we ask that you fill out a User Access Request and Agreement form. This will give you access to the VRISM system. Forms can be mailed, emailed, or faxed to TN Dept. of Health, Office of Vital Records.

Test Environment

https://test.vrism.tn.gov/vrism/do/login

Physician Test Login:
 Username: PhysicianTest
 Security Question: last word in the question
 Image/Phrase: lion/VRISM
 Password: Vrism2018!

Medical Examiner Test Login:
 Username: MedicalExaminer
 Security Question: last word in the question
 Image/Phrase: lion/VRISM
 Password: Vrism2018!

31

If you would like to practice, we have a test environment in which you can become more familiar with the system. If you need any help getting access to this account, please contact the VRISM Help Desk.

Thank you

855.874.7686 · health.vrism@tn.gov

We thank you for taking the training today.